

CITY OF LEWISVILLE, IDAHO

ORDINANCE NO. 2026-4

AN ORDINANCE OF THE CITY OF LEWISVILLE, IDAHO, AMENDING TITLE 7, CHAPTER 1, SECTION 7-1-2 OF THE LEWISVILLE CITY CODE; DELEGATING THE REVIEW OF BUILDING PERMIT APPLICATIONS TO A QUALIFIED CITY REPRESENTATIVE APPOINTED BY THE MAYOR; ESTABLISHING AN ADMINISTRATIVE BUILDING PERMIT REVIEW PROCESS; ESTABLISHING ELECTRONIC APPLICATION REQUIREMENTS; PROVIDING FOR FORWARDING OF ACCEPTED APPLICATIONS TO THE CITY'S APPOINTED BUILDING INSPECTOR/OFFICIAL; PROVIDING FOR APPEALS TO THE CITY COUNCIL; REPEALING CONFLICTING PROVISIONS; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS,

The City Council finds that the current procedure requiring City Council review of each building permit application is unnecessarily burdensome and delays permit processing; and

WHEREAS, the City desires to improve customer service by allowing qualified administrative review of zoning compliance while continuing to utilize the City appointed building inspector/official for building code review and issuance of building permits; and

WHEREAS, the City Council finds that administrative review will improve efficiency while maintaining compliance with all applicable zoning regulations.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LEWISVILLE, IDAHO:

SECTION 1. Amendment.

Lewisville City Code, Title 7, Chapter 1, Section 7-1-2 is hereby repealed in its entirety and replaced with the following:

7-1-2: ADMINISTRATIVE REVIEW OF BUILDING PERMIT APPLICATIONS

A. Appointment of Designated City Representative.

The Mayor shall appoint a qualified City employee, contract planner, planning consultant, building official, or other qualified individual to serve as the City's Designated Representative for the administration of this Section. The Designated Representative shall have authority to review building permit applications solely for compliance with the City's zoning regulations and applicable provisions of the Lewisville City Code. Additionally, the City shall also contract with qualified professional building inspector to act as Building Official on behalf of the City to inspect and certify the building is constructed in compliance with adopted building codes as noted in Section 7-1-1 of Lewisville City Code..

B. Application Required.

Prior to commencing construction of any structure requiring a building permit, the property owner or authorized agent shall complete and submit an application electronically through the City's official website.

All applications and supporting documentation shall be submitted electronically to the City Clerk, who will then send the application and all accompanying materials to the Designated City Representative.

C. Required Application Materials.

Each application shall include, at a minimum:

1. A completed electronic application.
2. Proof of ownership in the form of a Warranty Deed, recorded deed, title report, or other documentation acceptable to the City.
3. A scaled site plan depicting:
 - a. Property boundaries;
 - b. Existing and proposed structures;
 - c. All required front, side, and rear setbacks;
 - d. Driveways and access points;
 - e. Location of the existing or proposed septic system;
 - f. Location of the existing or proposed well;
 - g. Any easements affecting the property.
4. Building elevations depicting each exterior side of the proposed structure.
5. Scaled construction plans showing all floor plans.
6. Any additional information reasonably necessary to determine compliance with the City's zoning regulations.

D. Administrative Review.

Upon receipt of a complete application, the Designated City Representative shall review the application for compliance with:

1. Applicable zoning district regulations;
2. Required setbacks;
3. Lot size requirements;
4. Height limitations;
5. Access requirements;
6. Any applicable special conditions or development approvals;
7. Other applicable provisions of the Lewisville City Code.

The Designated Representative may request additional information necessary to complete the review.

E. Acceptance or Rejection.

Following review, the Designated Representative shall issue a written determination.

If the application complies with applicable zoning regulations, the application shall be accepted.

If the application does not comply, the application shall be rejected, identifying the specific code provisions requiring correction.

Notice of acceptance or rejection may be provided electronically.

F. Transmittal to Appointed Building Inspector/Official

Upon acceptance by the City, the Designated City Representative shall electronically transmit the application and all supporting documents to the Appointed Building Inspector for building code review, permit processing, inspections, and issuance of any required building permit.

Acceptance by the City constitutes only a determination of zoning compliance and shall not constitute issuance of a building permit.

G. Appeals.

Any applicant whose application is rejected by the Designated City Representative may appeal the decision to the Lewisville City Council.

The appeal shall:

1. Be submitted in writing within fourteen (14) calendar days after the date of the written decision;
2. State the basis for the appeal; and
3. Include any supporting documentation.

The City Council shall hear the appeal at a regularly scheduled meeting and may affirm, reverse, or modify the administrative decision. The decision of the City Council shall be final.

H. Electronic Records.

The City shall maintain electronic records of all applications, determinations, correspondence, and supporting documents in accordance with applicable records retention requirements.

SECTION 2. Repealer.

All ordinances and parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 3. Severability.

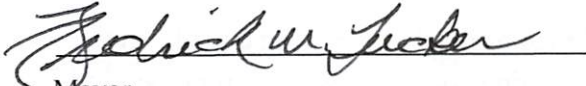
If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is declared invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION 4. Effective Date.

This Ordinance shall be in full force and effect upon its passage, approval, and publication according to law.

PASSED by the City Council of the City of Lewisville, Idaho, this 26 day of August, 2026

APPROVED:


Mayor

ATTEST:


City Clerk